

CIVIL SERVICE COMMISSION

APPROVED C.S.C. MINUTES 12/14/12
ANNOUNCEMENT NUMBER 147

PATROL OFFICER – CITY OF CLEVELAND (Open)

Public notice is hereby given, by the Civil Service Commission of Cleveland, Ohio, of an open competitive examination for the above classification.

FILING OF APPLICATION

Application must be made on an official Civil Service application form obtainable at the Cleveland Convention Center, 500 Lakeside Avenue, Cleveland, OH 44114

APPLICATIONS MAY BE OBTAINED AND FILED DURING THE PERIOD OF **MONDAY, JANUARY 7, 2013** THROUGH FRIDAY, **JANUARY 18, 2013**. WEEKDAY HOURS ARE 9:00 A.M. UNTIL **4:00 P.M.** **SATURDAY, JANUARY 12, 2013** HOURS ARE 9:00 A.M. UNTIL **3:00 P.M.**

APPLICATIONS WILL ALSO BE ACCEPTED AT THE FOLLOWING RECREATION CENTERS FROM 5:30 P.M. UNTIL 8:00 P.M. ON THE DATE LISTED:

DATE: Tuesday, January 8, 2013
PLACE: Gunning Recreation Center
16700 Puritas Avenue

DATE: Wednesday, January 9, 2013
PLACE: Glenville Recreation Center
680 East 113th Street

DATE: Thursday, January 10, 2013
PLACE: Cudell Recreation Center
1910 West Blvd.

DATE: Wednesday, January 16, 2013
PLACE: John F. Kennedy Recreation Center
17300 Harvard Avenue

DATE: Thursday, January 17, 2013
PLACE: Michael Zone Recreation Center
6301 Lorain Avenue

APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:00 P.M. ON FRIDAY, JANUARY 18, 2013. IT IS THE POLICY OF THE CIVIL SERVICE COMMISSION THAT NO LATE FILING WILL BE PERMITTED.

FILING FEE

Applicants are required to pay a non-refundable filing fee of \$10.00 **(Cash, Money Order, or BANK CHECK only. NO PERSONAL CHECKS WILL BE ACCEPTED.)** Bank Check or Money Order must be made payable to the City of Cleveland. Those individuals presenting proof of unemployment or public assistance **AT THE TIME OF FILING** will be exempt from the fee. A copy of such proof must be included with the application.

All applications must be notarized prior to filing. As a courtesy, a Notary Public MAY be available to notarize the appropriate documents for a standard fee of \$2.00.

169.04 **CODIFIED ORDINANCE-CIVIL SERVICE EXAMINATION FEES**

- (a) The Civil Service Commission is hereby authorized to charge applicants in all civil service examinations for positions in the classified service of the City of Cleveland an examination application fee, which fee shall be established by the Board of Control based upon recommendation by the Civil Service Commission. The fee established for any given examination shall not exceed twenty five dollars (\$25.00) unless authorized by Council. Any fee established pursuant to this section may be waived by the Civil Service Commission if the applicant is determined by the Commission to be indigent.

SALARY

The starting salary while in the Police Training Academy is **\$10.50** per hour. Upon successful completion of the Academy, the salary for patrol officer is **\$45,904.64** per year.

DUTIES

Under supervision of a Sergeant or other superior officer, performs general and special police duty in an assigned district or unit in the preservation of law and order. Protects life and property. Enforces laws and ordinances. Prevents and detects crime. Work involves an element of personal danger. Acts without direct supervision and exercises independent judgment in meeting complex situations.

MINIMUM QUALIFICATIONS

AGE: Applicant must be a minimum of 21 years of age and **no older than 39 years of age AT THE TIME OF APPOINTMENT TO THE CITY OF CLEVELAND POLICE TRAINING ACADEMY.**

EDUCATION: Applicants must indicate in their application, and present proof at the time of filing, that they have received a High School Diploma* from an accredited educational institution or have satisfactorily completed the General Education Development Test (GED). One of the following must be presented at the time of filing:

- A. High School Diploma
- B. GED
- C. Letter on official stationery from High School or Board of Education stating that the applicant did graduate.
- D. DD-214 (Separation from Active Duty) which indicates the individual graduated from High School or passed the General Education Development Test.

***If the applicant graduated from, for example, a Charter School, was home schooled, or graduated from a school outside of Ohio applicant **MUST** be able to document that the requirements of the state in which the diploma/GED was issued were met.**

APPLICANTS WHO CANNOT PRESENT PROOF OF IDENTITY, AGE, AND EDUCATION WILL NOT BE PERMITTED TO FILE AN APPLICATION. THE CIVIL SERVICE COMMISSION RESERVES THE RIGHT TO VERIFY THE AFOREMENTIONED DOCUMENTS AND TO WITHHOLD THE ACCEPTANCE OR REJECTION OF APPLICATION UNTIL SUCH VERIFICATION CAN BE OBTAINED.

DRIVER'S LICENSE

Applicant must have a valid State of Ohio Driver's License **PRIOR** to appointment to the Police Academy.

CITIZENSHIP

Applicant must be a citizen of the United States **PRIOR** to appointment to the Police Academy.

WORK HOURS

A Police Cadet and Patrol Officers **must** be available to work any shift on any day of the week.

AMERICAN'S WITH DISABILITIES ACT

Any individual with a disability who requires reasonable accommodation in order to compete effectively on this examination shall notify the Civil Service Commission of such need on the appropriate form, available through Civil Service, **at the time of filing**. The Commission will contact the individual concerning such accommodation prior to the examination. The Commission may refuse to provide such accommodation if it is not reasonable or would constitute an undue hardship. The Commission will require current (within one year) documentation supporting the need for the requested accommodation. Such documentation shall be submitted at the time of filing.

EXAMINATION INFORMATION

DATE: SATURDAY, March 2, 2013

TIME: 9:00 a.m.

PLACE: CLEVELAND PUBLIC AUDITORIUM (Formerly known as Cleveland Convention Center)

TYPE: WRITTEN EXAMINATION

This examination will consist of a written test. If you receive a passing grade on the examination, you will be placed on the eligibility list for Patrol Officer. Your examination grade will be used in conjunction with any residency credit and/or veterans' preference credit to determine your rank order position on the eligibility list.

ADDITIONAL SELECTION PROCEDURES

Applicants who receive a passing grade on the written examination and rank high enough on the eligible list for Patrol Officer and receive Civil Service Certification will be subject to the following examinations:

Physical Abilities Examination: The test is designed to evaluate physical ability to perform the duties of a Patrol Officer. You will be scored on a pass/fail basis, based on the time required for you to complete the test.

Drug Screening: Each applicant shall undergo an examination for drug usage. This examination may be in the form of urinalysis. Any applicant whose results from the drug screening examination are determined to be positive shall be removed from the eligibility list unless such results can be satisfactorily related to the advice of a recognized medical practitioner. Drug screening may also be conducted after appointment to the academy.

Background Investigation: Background investigation and evaluation may include interviews with present and previous employers. Neighbors and family may be contacted as part of the investigation. In addition, a check of Local and State Police and FBI records, both adult and juvenile, and Bureau of Motor Vehicle records will be made. The background test also includes review of sealed and expunged records. Unsatisfactory findings in one or more of these areas may be cause for removal from the Civil Service eligibility list. Conviction of a felony is absolute grounds for removal from the list. Any applicant convicted of a felony will be removed from the eligible list and will receive no further consideration. There are also misdemeanor convictions that would result in the removal of an applicant from the eligibility list.

Psychological Evaluation: A psychological evaluation to determine the applicant's emotional suitability to perform all aspects of the job will be conducted. Each applicant may be required to take several written examinations. These, along with the results of the background investigation, will be submitted to one or more psychologist(s)/psychiatrist(s) who will interview the candidates. All records of the psychological and background examinations will be made available to the Civil Service Commission. The Commission will review such records and make the final determination of each applicant's suitability for removal from the eligible list.

Medical Examination: Any appointment to the position of Patrol Officer will be conditioned upon passing a pre-employment medical examination conducted in accordance with the provisions of Title I of the Federal American's with Disabilities Act (ADA). A copy of the ADA may be obtained at the Civil Service Commission Office at a minimal cost or online. The standards for the medical examination are available for review in the Office of the Civil Service Commission and online.

LIFE OF THE ELIGIBILITY LIST

The life of the eligibility list from this examination will not exceed two years from the date the list is established, pursuant to the Charter of the City of Cleveland (Section 130).

RESIDENCY CREDIT

In accordance with the Charter of the City of Cleveland: A person who has had as his/her primary residence in the City of Cleveland **for at least one year at the time of filing a Civil Service application**, and desires to take an entry-level Civil Service examination, shall, if a passing grade on the written examination is attained, have ten (10) points added to his/her **passing** score.

In order to receive residency credit, applicants must present **the originals OR LEGIBLE COPIES** of 4 different proofs of residency from ONE YEAR AGO* and 4 different proofs of residency that are CURRENT** (A total of EIGHT documents) for verification. Such proofs include:

- Driver's License
- Bank Statements
- Utility Bills
- Mortgage or Lease Agreement
- Bills from creditors not listed above
- Other Postmarked mail such as magazines with name and mailing label attached, organization newsletters, medical/dental bills, voter registration card, or motor vehicle registration
- Insurance Statement (Home insurance, rental insurance, car insurance or other insurance documents).

* **"ONE YEAR AGO" SHALL BE ONE YEAR PREVIOUS TO DATE OF FILING.** For example, if you are filing for the examination in January of 2013 you must present 4 different documents dated **November or December of 2011 or January of 2012.**

** **"CURRENT" SHALL BE WITH IN THE LAST THREE MONTHS.** For example, if you are filing for the examination in January of 2013 you must present 4 different documents dated **November or December of 2012 or January of 2013.**

NOTE: IF CREDITORS ARE PAID ONLINE, A COPY OF BILL IS TO BE PRINTED SHOWING THE ADDRESS OF THE APPLICANT. THE BILL MUST HAVE THE DATE VISIBLE.

NOTE: **PURSUANT TO THE CHARTER OF THE CITY OF CLEVELAND AND RULES OF THE CIVIL SERVICE COMMISSION AND THE OHIO REVISED CODE:**
Any applicant that willfully provides any false document, statement, or certification in regard to any test will be terminated from all processing, removed from any eligible list, and may face possible criminal prosecution.

VETERANS' PREFERENCE

Veterans' preference will be awarded, when applicable, to eligible veterans in accordance with Civil Service Rules 4.40E, 4.40F and 4.40G.. Proof of active service or a DD Form 214, must be presented to the Commission **at the time of filing** application for the examination in which credit is sought in order to qualify for veterans' credit. If the applicant has received an honorable discharge or a general discharge under honorable conditions that applicant shall receive an additional five (5) points added to their raw score on the examination.

NOTE: Only DD Form 214 (long form) or an official armed service document indicating type of discharge or separation and the dates of active service will be accepted as proof of active service.

NOTE: Active duty military personnel must provide their most recent Leave and Earnings Statement (LES) or their current military orders as proof of service.

NOTE: Applicants who desire additional Veterans’ Credit (as provided for in Rule 4.40E) will be required to have an affidavit stating the applicant’s date of separation from active duty and date of discharge; and shall understand that this affidavit will be subject to verification by the Civil Service Commission. Any false information provided on this affidavit will be considered as a falsification of application and result in the applicant being removed from the eligible list upon discovery of the error (in accordance with Civil Service Rule 5.40).**THE COMMISSION WILL NOT ENTERTAIN APPEALS FOR RESIDENCY CREDIT OR VETERANS’ PREFERENCE CREDIT AFTER THE APPLICANT HAS FILED HIS/HER APPLICATION. THE DECISION OF THE COMMISSION IS FINAL.**

TIE SCORES

In accordance with Civil Service Rule 5.10, in an Open examination, should two or more applicants receive the same grade, the order in which their names shall be placed on the eligible list shall be determined by random selection.

WAIVER OF RULES

The Civil Service Commission hereby waives all applicable rules or portions of its rules which may or may not conflict with the Charter of the City of Cleveland and/or litigation involving this examination. In particular:

- 1. **Rule 3.30** (The waiver of this Rule shall mean that the examining staff may refuse to allow an applicant to file, if the applicant cannot present proof of identity, age, and education at the time of filing.)
- 2. **Rule 3.43** (The waiver of this Rule will allow the applicants to present their Driver’s Licenses prior to appointment to the Police Training Academy.)
- 3. **Rule 4.30D** (The waiver of this Rule shall mean that a medical examination will not be administered prior to the establishment of the eligible list.)
- 4. **Rule 4.30F** (The waiver of this Rule shall mean that applicants who fail the psychological examination will be automatically scheduled for re-examination to gain a second opinion.)
- 5. **Rule 4.40B** (The waiver of this Rule shall mean that the required passing grade shall be established by the Commission.)
- 6. **Rule 4.50** (The waiver of this Rule shall mean that there will be no review periods for this examination.)
- 7. **Rule 6.80** (The waiver of this Rule shall mean that the probationary period for Patrol Officer shall be fixed at six months, upon completion of the Police Academy)

The aforementioned Civil Service Rules are hereby waived either in their entirety or in part. The Commission retains the right to waive other Rule requirements as appropriate.

Applicants having questions regarding these waivers should contact the Civil Service Office at (216) 664-2467.

AN EQUAL OPPORTUNITY EMPLOYER